



ANNOUNCEMENT FOR PROMOTIONAL TESTING LEGAL ASSISTANT

Final Filing Date: **JUNE 15, 2007**
Bulletin Release Date: **MARCH 25, 2007**

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California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: This is a promotional examination for the Department of Health Services. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the Department of Health Services. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available at http://www.spb.ca.gov/employment/employment_app2.htm. Applications may be filed in person or by mail with:

DEPARTMENT OF HEALTH SERVICES (916) 916-552-8339
SELECTION UNIT
In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1300-1302
P.O. BOX 997411
Sacramento, CA 95899-7411

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **JUNE 15, 2007**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

ORAL INTERVIEW DATE: It is anticipated that oral interviews will be scheduled during JULY 2007, and in such locations throughout the state as the number of candidates and conditions warrant.

SALARY RANGES: \$3275 - \$3981 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: Legal Assistant, under the immediate direction, control and responsibility of an attorney, perform a wide variety of paralegal duties: and does other related work.

Positions exist with the Department of Health Services in Sacramento.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by June 15, 2007, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

EDUCATION

Successful completion of six semester units of paralegal or undergraduate legal courses, with at least three units of which must be in legal research. (Candidates who have completed three semester units of paralegal course work necessary to fulfill the education requirement will be admitted to the examination, but they must submit evidence of completion of the required six units before they can be considered for appointment. And

Either I

Experience: Two years of experience in the California state service as a Senior Legal Typist, Range B; Legal Secretary, or other classification with law-related duties, involving the review, preparation, or interpretation of legal documents or involving the conduct of investigations or studies leading to legal actions.

Or II

Three years of responsible experience as a law clerk or legal secretary in a law firm, corporate law office, governmental or public law office, non-profit organization, educational institution, court, or other entity under the direction and supervision of a licensed attorney or judicial officer. Academic education above the twelfth grade may be substituted for one year of the required experience on the basis of either (a) one year of general education being equivalent to three months of experience, or (b) two years of education in a recognized attorney assistant program in probate, tax law, labor law, corporate law, litigation, or other law-related areas being equivalent to one year of experience.

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

INTERVIEW SCOPE: Emphasis in evaluating depth and breadth of experience and relative abilities will be placed on measuring, relative to job demands, each competitor's:

Knowledge of:

1. Basic legal concepts, terminology, principles and procedures.
2. Use of legal reference material.
3. Legal office management principles.

Ability to:

1. Reason logically.
2. Analyze situations accurately and recommend an effective course of action.
3. Write effectively.
4. Prepare reports and summary sheets, set forth a statement of facts, applications of the relevant law, and conclusions.
5. Read and understand statutes, court decisions, legal documents and similar material.
6. Work cooperatively with attorneys, clerical staff, technical staff and the general public.
7. Explain the provisions of the law, procedures, and problems to persons contacted in the work.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922
Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379